

**INDIANA DEPARTMENT OF TRANSPORTATION
OFFICE OF MATERIALS MANAGEMENT**

**CERTIFIED HOT MIX ASPHALT
PRODUCER PROGRAM PROCEDURES
Directive No. 301**

The Procedures for administering the Certified Hot Mix Asphalt Producer Program will be as follows:

CERTIFICATION

1. Any Producer making a request to enter the Certified Hot Mix Asphalt Producer Program shall do so in writing to the Manager, Office of Materials Management.
2. The Asphalt Engineer will inform the District Testing Engineer (DTE) of the notification from the Producer and request the District to make a plant inspection and inspect their laboratory. See definitions in appendix.
3. The Quality Control Plan (QCP) shall be submitted by the Producer. After reviewing the QCP, the DTE will forward all comments and recommendations concerning the QCP, plant inspection, and laboratory capabilities to the Asphalt Engineer.
4. Upon approval of the QCP and satisfactory completion of the plant inspection, the Plant will be certified. A copy of the signed QCP will be sent to the Producer and DTE.
5. A certificate will be sent to the DTE for distribution to the Producer.

ANNUAL AUDITS OF CERTIFIED PLANTS

1. The District will audit the Certified Plant on a random basis at least once per year. Audit documents can be found the OMM intranet page under ["HMA Certified Plant Program"](#)
2. Certified Plants with a good history of compliance may be audited less frequently than Plants having problems meeting the requirements of the Program. An audit normally will not be conducted more than two times per year.

3. The annual audit will be conducted by the Area Supervisor for the region containing the Plant, and an Asphalt Technician. The DTE should participate in selected audits.
4. An advance notification of at least one day will be given to the Producer of a scheduled audit, and the audit will take place during a normal working day. The Area Supervisor will notify the Asphalt Engineer a minimum of one week in advance of the date that an audit will take place.
5. Complete copies of the audit checklist, including the Corrective Action sheets, and the Sampling, Sample Reduction, and Testing checklist, will be sent to the Asphalt Engineer after the audit.
6. The Asphalt Section of Materials Management will participate in a joint audit with the District at least once per year.

PARTIAL AUDITS OF CERTIFIED PLANTS

1. Partial audits will be conducted on a routine basis at a frequency dependent on the availability of the Asphalt Technician. Audit documents can be found the OMM intranet page under “[HMA Certified Plant Program](#)”
2. An advance notification of one day will be given to the Producer of a scheduled partial audit, which will take place during a normal working day.
3. Copies of the Partial Audit Checklist, including Corrective Action sheets, will be provided to the DTE.

PLANT CHECKLIST OF CERTIFIED PLANTS

1. Plant inspections will be made by technicians who obtain binder samples. The inspection checklist can be found on the OMM intranet page under “[HMA Certified Plant Program](#)”
2. The frequency of the inspection is at the District's discretion; however, at least the first few days of production of each QC/QA mixture are required to be considered.
3. The checklist will be given to the Area Supervisor who may or may not investigate the deficiencies depending on the severity of the items.

AUDITS OF PLANTS WITH NO INDOT PRODUCTION

1. An audit of each Certified Plant is required once each year regardless of whether the plant has produced any mixture for an INDOT contract. Audit documents can be found the OMM intranet page under “[HMA Certified Plant Program](#)”
2. The annual audit will be conducted by the Area Supervisor for the region containing the Plant.
3. An advance notification of at least one day will be given to the Producer of a scheduled audit, and the audit will take place during a normal working day.
4. Complete copies of the audit checklist, including the Corrective Action sheets, will be sent to the Asphalt Engineer after the audit.

PROCEDURES FOR A CERTIFIED PLANT THAT HAS MOVED

The District shall complete a Plant Inspection as defined in the appendix.

APPENDIX

Plant Inspection: The District shall complete the following forms and provide them to the Asphalt Engineer. The forms can be found on the OMM intranet page under “[HMA Certified Plant Program](#)”.

- TD-444: Report of HMA Mixing Plant Inspection
- TD-523: Inspection of Scales and Meters
- TD-384: Supplier Status Report (formerly known as the “Green Sheet”)

Laboratory Inspection: The District shall complete the “Laboratory” section of the Full Audit checklist (section 8) and provide it to the Asphalt Engineer.